



## **RULES/REGULATIONS GOVERNING STUDENTS' DISCIPLINE AT KTVC**

### **PREAMBLE**

To be able to benefit fully from our training and achievement of academic objectives our guiding rules shall **be hard work, honesty and co-operation** among ourselves

The following rules and regulations therefore are for the well- being and security of **KTVC** Community. It is important that the security of all of us be guaranteed while in **KTVC**. Freedom and equality is achieved through **DISCIPLINE**. No group of persons (Trainers, administration and non- teaching staff) can live tolerably together or pursue common objectives /goals, without self-discipline.

A credit to **KTVC** on trainee(s) good performance and general conduct is a credit to trainees themselves first, later to the trainers and administration. Let us all abide by these rules and regulation for peaceful co-existence in **KTVC**

### **RULES AND REGULATIONS**

1. Trainees must respect teaching and non-teaching staff.
2. All trainees must abide by rules and regulations of internal and external examination bodies.
3. Trainees must attend to all their lectures and practical's unless officially exempted.
4. Any unauthorized assemblies (Kamukunjis) are not allowed whatsoever.
5. **Dress code;** All trainees must keep themselves neat and tidy at all times. All dressing **MUST** be decent. Students are not allowed to put on tight trousers/skirts /dress, mini-skirts above the knee, and skirts with long slits, dresses/blouses with open necklines, bare backs, (tumbo- cuts) sagging trousers, peddles pushers, shorts or bulky trousers. Shirts t-shirts and trousers with obscene wording and /or expression are **not allowed**. Hairstyles should be neat and clean. Hairstyles in excessively bright colors e.g. purple, yellow and mohawk are **Not allowed**. **Male students are not allowed** to put on earrings and studs on one or both ears and on any other part of the body; hats/caps during class, church, office and at all KTVC functions should not be won; Dreadlocks and braided hair for male students is **PROHIBITED**
6. All waste materials **MUST** be disposed of in appropriate dustbins.
7. All hostel rooms, classrooms, workshops etc. must be kept clean and tidy at all times.
8. Trainees are not allowed to receive telephone calls and visitors during class hours; **NOTE:** ALL cell phones must be switched off during lectures and examination sessions.
9. Trainees **SHOULD NOT** allow visitors into the hostels.

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10. Trainees visitors are not allowed in the compound between 6:00pm and 6:00 am (night hours).
11. Every trainee is encouraged to participate in co-curriculum activities.
12. NO sick trainee shall remain in the hostel without permission from administration.
13. Every boarding trainee **Must** produce a meal card before she/he is served. **Meal cards are not transferable.** All meals **MUST** be eaten in the dining hall unless otherwise specified.
14. Under no circumstance will trainees be allowed into the kitchen other than councilors on duty
15. No trainee is allowed to misuse institute(s) resources/ property e.g.
  - Tapping water from unauthorized source
  - Entry and exit through windows
  - Vandalism of any of the KTVC property and any other person's property
16. visits to student rooms of residence by opposite sex are **PROHIBITED** and sexual immorality in hostels or in any part of the institution is **not allowed**
17. Female trainees **WILL NOT BE ALLOWED** to carry pregnancies in the course of their training. Any trainee who becomes pregnant should apply for **DEFERMENT OF STUDIES** through their respective HODS.
18. Abortion is a **CRIMINAL** offence and any trainee found to have procured, attempted to procure or attempting to procure an abortion shall be handed over to the law enforcement agencies.
19. **Use of alcohol, cigarettes, illicit drugs and trafficking** of the same is **prohibited** in all areas of the institution. Any student involved directly in alcohol or use (being drunk and disorderly) or trafficking of drugs will be expelled from college and handed over to the law enforcement agency for legal action, where appropriate.
20. All trainees **Must** adhere to **KTVC** rules and regulation while on attachment and educational tours. Breach of any of the above rules and other rules from department will lead to disciplinary action taken against you.
21. Trainees should NOT be involved in;
  - Examinations Irregularities
  - Fighting
  - Stealing
  - Making or possessing weapons in the institution.

**DECLARATION BY THE STUDENT**

1. I declare that I have read and understood the **RULES** and Regulations governing my conduct while a student at **KTVC**
2. I agree to abide by the rules in totality and to promote and maintain the character of the institution.

NAME ..... ID NO .....

SIGNATURE ..... DATE .....

WITNESS (PARENT/ GUARDIAN): ..... ID NO .....

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SIGNATURE ..... DATE .....